

Data Subject Declaration

I wish to access personal data that Richard Avenue Primary School (RAPS) holds. I understand that the school will need to confirm my identity and my relationship to the child if I am making a request to access a child’s data. I understand that the school may need to contact me to obtain more information from me to find the data that I have requested.

The 30 day reply period begins once I have provided all the information the school needs.

Please send me all of the information I am entitled to under the Data Protection Act 2018

Signed.....Date.....

Agent’s Declaration

If you are **Not** the data subject but have authority to act on his or her behalf you must complete this declaration.

I understand that RAPS may need to contact me to confirm my identity. I understand that the School may need more information from me to find the personal data that I have requested. The 30 day reply period begins once I have provided all the information the school needs.

I confirm that I act on behalf of the Data Subject named overleaf and I have shown to the School/Academy proof of my authority to do so.

Signed.....Date.....

Please return this form to:

If you would like help completing this form please contact:

Richard Avenue Primary School
Hurstwood Road
Sunderland
Tyne & Wear
SR4 7LQ
Tel: 0191 5007990

This request will be forwarded to Miss C McKinney, Head Teacher.